



City of Westworth Village
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**REGULAR MEETING of the CITY COUNCIL
JOINT with the PLANNING and ZONING COMMISSION
MEETING MINUTES**

**TUESDAY
AUGUST 14, 2012**

**PRE-COUNCIL SESSION: 6:45 PM
REGULAR SESSION: 7:00 PM**

ATTENDEES:

| | |
|------------------------------------|----------------------|
| Mayor | Tony Yeager |
| Mayor Pro-Tem | Kelly Jones |
| Council Member | Jill Patton |
| Council Member | Steve Beckman |
| Council Member | Mike Coleman |
| P&Z Chairman | Melva Campbell |
| P&Z Secretary | Darla Thornton |
| P&Z Member | Tom Weaver |
| P&Z Member | Jeannie Jones |
| P&Z Member | Jim Evans |
| P&Z Member | Margaret Worthington |
| P&Z Member | Michael Lewis |
| City Secretary | Carol Ann Borges |
| Police Chief | Doug Reim |
| Fire Chief | John Rodriguez |
| HCGC Director of Golf | David Curwen |
| HCGC Superintendent | Sterling Naron |
| HCGC 1 st Asst Golf Pro | Tony Collins |
| Code Enforcement | Ryan Studdard |
| City Attorney | George Staples |

ABSENT:

| | |
|--------------------|-------------|
| Council Member | Nick Encke |
| City Administrator | Roger Unger |

GUESTS:

| | |
|---------------|-------------------------------------|
| Bill Baird | Baird, Hampton, & Brown Engineering |
| Donny Edwards | TCG Development |

PRE-COUNCIL SESSION CALLED TO ORDER at 6:45pm by Mayor Yeager.

Action items announced individually. Discussion of agenda items, as follows:

- #6A: Mayor Pro-Tem Jones and Chief Rodriguez have been discussing the possibility of the City providing a physical assessment plan for the Fire Dept as a means to ensure the fitness of our department as well as an employment retention tool.

- #6B: Councilman Coleman stated that the year-long ordinance review is now complete. Ordinance No 345 will incorporate all the changes already approved by Council into a new book. Councilman Coleman confirmed that Brandy Barrett, Project Administrator, has reviewed the draft book for accuracy. Franklin Legal will maintain quarterly updates to the book and the online file.
- #6C: Councilman Coleman stated that Ordinance 346 cleans up language and a 'hole' in the existing ordinance to specify where and how a driveway terminates. This ordinance applies to new construction or reconstruction, not to existing driveways.
- #6D: Mayor Yeager stated that Ordinance 347 was discussed last month to provide for no parking areas on Tanny Street, Burton Hill Road, and Koldin Lane. These signs are already in place and the ordinance merely makes the action official. Chief Reim added that several residents have expressed their great pleasure that this change is being made.
- #6E: Resolution 2012-07 is the annual appointment of WRA Board members.
- #6F: Resolution 2012-08 is the annual appointment of CCPD Board members.
- #6G: Chief Reim confirmed the renewal of the contract with ABC Wrecker is based on complete satisfaction with ABC over the last three years. The previous addendum has been added to the contract this time; no additional changes; no changes to the fee schedule.

PRE-COUNCIL CLOSED at 6:55pm by Mayor Yeager.

REGULAR COUNCIL SESSION CALLED TO ORDER at 7:01pm by Mayor Yeager.

P & Z COMMISSION CALLED TO ORDER at 7:01pm by Chairperson Melva Campbell.

INVOCATION offered by Councilman Mike Coleman.

PLEDGE OF ALLEGIANCE led by Mayor Yeager.

PLANNING & ZONING COMMISSION ACTION

- Approval of Minutes from Joint Special Council and P&Z meeting on July 31, 2012. **MOTION** made to approve minutes as written by Jeannette Jones. **SECOND** by Jim Evans. Motion passed unanimously, by a vote of 6 Ayes and 0 Nays.

COUNCIL ACTION

- Approval of Minutes from Joint Special Council and P&Z Meeting on July 31, 2012. **MOTION** made to approve minutes as written by Jill Patton. **SECOND** by Mike Coleman. Motion passed unanimously, by a vote of 4 Ayes and 0 Nays.

JOINT ITEM #1 – Discuss and take action with respect to the preliminary plat for approximately 6.5 acres of the 4H tract of land, located at the southwest corner of Roaring Springs Road and Highway 183.

- P&Z Chairperson Melva Campbell introduced Mr Bill Baird of Baird, Hampton & Brown Engineering and Mr Donny Edwards of TCG Development. The P&Z and Council members reviewed the plat documents. Mr Baird and Mr Edwards explained the plans and answered questions regarding the retirement village facility, which will include an Independent Living unit, an Assisted Living unit, and a Memory Care unit.

P&Z ACTION – Take action with respect to the preliminary plat for approximately 6.5 acres of the 4H tract of land, located at the southwest corner of Roaring Springs Road and Highway 183, and make recommendation to Council.

- **MOTION** made by Michael Lewis to approve the preliminary plat for the retirement village as presented, with the contingencies as set forth and documented by the City Administrator. **SECOND** by Tom Weaver. Motion passed unanimously, by a vote of 6 Ayes and 0 Nays.

COUNCIL ACTION – Take action with respect to the preliminary plat for approximately 6.5 acres of the 4H tract of land, located at the southwest corner of Roaring Springs Road and Highway 183.

- **MOTION** made by Kelly Jones to approve the preliminary plat for Lot 1, Block 1 of the Westworth Village II/AL Addition, subject to the following conditions and contingencies:
 - 1) The developer must obtain control of the entire property either through deed transfer or written approval from the current land owners. There are two land owners underlying this plat, KCP Springs LP, and the Leonard Oaks Homeowners Association. And...
 - 2) The majority of the tract is currently unplatted; however, there are several townhome lots plated at the southwest corner of this tract and the Homeowners Association owns a strip of land along Leonard Trail that is plated as Lot 27X for green space. These plats must be abandoned or vacated; our attorney will suggest how to proceed with this. And...
 - 3) City Staff and engineers must sign off on the final plat and infrastructure improvements including the storm drainage plan and tie-in of water and sanitary sewer lines. And...
 - 4) All zoning actions must be in process or complete and the property under a common zoning of “PD” commercial/institutional prior to final plat approval. And...
 - 5) Building setback lines need to be shown. And...
 - 6) A tree remediation agreement must be completed. And...
 - 7) An engineer’s design must be submitted to the City for the retaining wall along the north side of the property if the wall is in excess of four feet.

SECOND by Steve Beckman. Motion passed unanimously, by a vote of 4 Ayes and 0 Nays.

P & Z COMMISSION ADJOURNED at 7:25pm by Chairperson Melva Campbell.

COUNCIL RECESSED then RESUMED REGULAR SESSION at 7:28pm.

1. Approval of the Agenda

MOTION to approve the Agenda: Steve Beckman. **SECOND:** Jill Patton.
Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

2. Approval of the Consent Agenda:

MOTION to approve the Consent Agenda: Mike Coleman. **SECOND:** Jill Patton.
Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

The following consent agenda items were approved.

A. Approval of the Minutes:

- Regular Council Meeting – July 10, 2012

B. Approval of July’s Financial Reports:

- TexPool Report
- Monthly Disbursements Report
- Monthly Variance Report

| FUND BALANCES JULY 2012 | GENERAL FUND | WATER FUND | CAPITAL PROJECTS | CRIME CONTROL | DEBT SERVICE | WRA | HAWKS CREEK GOLF CLUB |
|--|-------------------------|-----------------------|-----------------------------|--------------------------|-------------------------|--------------|--------------------------------------|
| Monthly Revenue | \$ 177,137 | \$ 107,564 | \$ 0 | \$ 37,998 | \$ 4,302 | \$ 65,104 | \$ 161,851 |
| Monthly Disbursement | \$ 258,155 | \$ 48,715 | \$ 0 | \$ 88,107 | \$ 0 | \$ 10,813 | \$ 191,266 |
| TexPool Balance | \$ 14,197 | \$ 399,921 | \$1,057,783 | \$ 59,218 | \$ 41,733 | \$ 463,907 | N/A |
| Cash on Hand | \$ 454,346 | \$297,219 | \$ 1,160 | \$ 45,321 | \$ 448 | \$ 16,081 | \$ 178,176 |
| CDARS Investment | \$ 1,472,378 | \$ 490,841 | \$ 689,878 | N/A | N/A | \$ 1,712,007 | N/A |
| CDARS Interest to Date | \$ 4,775 | \$ 856 | \$ 3,035 | N/A | N/A | \$ 9,790 | N/A |

C. Employee Changes

- **Chief Reim:** Dispatchers Jacob Bage and Matthew Spano
- **David Curwen:** Alexandria Ives

3. Staff Updates:

A. Doug Reim, Police Chief

- **PD Calls for Service & Municipal Court Reports** are tracking well month-to-month and year-to-year.
- Three of four **dispatchers** have left the City within five weeks. Police Officers are covering the gaps; therefore, there will be a drop in citations next month. Two new dispatchers are in training. One more is expected to be hired soon.
- Presentation from Leah King, Chesapeake Energy, was very well received at the luncheon today.
- **Mayor Yeager** commended the Police Dept, especially Sergeant Risdon's leadership in response to the storm on Sunday.
- Chief Reim confirmed to Councilman Coleman that the PD is ready for school to begin on 8/27. Normal traffic delays are expected during drop-off and pick-up times.

B. Ryan Studdard, Code Enforcement

- **Code Enforcement Report** showing evidence of increased voluntary compliance.
- Ryan received his **Building Inspector's License** and is now able to work with Jerome Walton on these inspections. Councilwoman Patton asked that Ryan report on inspections at future meetings.
- **Mayor Yeager** recognized Ryan for completing one year of service to the City. Ryan is having a positive impact on code compliance and is taking on other duties.

C. John Rodriguez, Fire Chief

- **Fire Calls for Service Report:** Operations are going well.
- **Mayor Yeager** commended the Fire Dept for their responsiveness during Sunday's storm and is very pleased with the coordination between the FD and PD. P&Z Chairperson Campbell thanked the Chief for handling a downed electric line.

- Councilwoman Patton asked if **hydrant flow testing** is causing ground depression around the hydrants. Fire hydrants are designed with a drain or weep hole at the base of the hydrant, which allows any water contained in the hydrant to drain out to keep: a) the water from stagnating in the barrel of the hydrant, b) the internal parts of the hydrant from rusting or seizing up, and c) the hydrant from freezing in winter. Draining water seeps back into the dirt surrounding the hydrant but should not cause serious depressions. Chief Rodriguez will discuss the matter with the Public Works Supervisor.
- Councilman Coleman asked for a **debriefing of storm procedures** taken on Sunday. Chief Rodriguez will discuss with Chief Reim for a future presentation.

D. David Curwen, Director of Golf

- **Golf Club Report:** Another record month for rounds and revenue in July.
- **Two new leagues** have made Hawks Creek their home: Tuesday Night Men's League and The Fort Worth Suburban Ladies' League. Both are going very well. David has received a number of compliments on the new course layout.
- Current **Watering Capabilities Report** shows a need to update the water contingency plan. As water becomes a scarce commodity, irrigation planning will become more necessary to maintain a successful operation.

E. Roger Unger, City Administrator – written report provided in packet

- **Capital Projects/Infrastructure**
- **Budget/Disbursements**
- **Library Report**

4. Committee Updates:

A. Finance Committee - Kelly Jones, Chair

- The Finance Committee is in the final stages of budget review for **FY 2012-2013**. Public Hearings and budget approval will take place in September.
- Chairman Jones stated that, under the Mayor's leadership, the City has maintained fiscal responsibility while providing for growth and improvements throughout the community. Converting previously tax exempt property to taxable has provided for an increase in ad valorem revenue; therefore allowing the City to lower the tax rate for all property owners which will prevent the City becoming subject to a rollback election. The City will continue its aggressive capital improvements plan, improve construction regulations through code enforcement, add a joint Public Works maintenance facility and Fire Dept annex, and provide for a 3% Cost of Living increase to employees.
- Mayor Yeager stated that his discussions with the Finance Chair and City Administrator reach beyond today and tomorrow to a **5-10 year vision** for the community. The Mayor is very pleased with the way the City has turned around. The professionalism of Council and staff has allowed for improvements in all areas.

B. Fire Dept Oversight Committee – Kelly Jones, Chair

- Chairman Jones indicated he would address the Fire Dept report later in the meeting.

C. Library Committee - Jill Patton, Chair

- Chairperson Patton announced that the Library is ready to 'go digital' with a **new barcoding system** for all library materials. Volunteer workdays are scheduled for Sept 6-8, 9am to 8pm. Residents are encouraged to volunteer as much time as they can.
- The **Consortium** contract is under legal review and expected to be brought to Council for approval next month.

D. Ordinance Committee - Mike Coleman, Committee Member

- Councilman Coleman stated that the Committee's work is complete and the **Re-codification Ordinance** is on tonight's agenda. Future changes will be reviewed and submitted for approval by Council as needed.

5. Public Information

A. Communications: None.

B. Announcements:

- Chief Reim announced a **military 'homecoming'** will take place at the Base for a fallen soldier tomorrow morning. A procession will escort the soldier's remains home to Weatherford at 10am.

C. Citizen Comments:

- Mrs Nancy Tsivis stated her sincere pleasure at the way Council meetings currently proceed, remembering the days of controversy and confrontation; the City is in "good hands".
- Mrs Tsivis asked for information on West Nile Virus. City Secretary, Carol Borges, has published a presentation on the City's website, under News & Information. More information will be posted on the web and published in the Newsletter as it becomes available. Carol will update Mrs Tsivis directly as soon as possible.

6. Action Items:

A. Mayor Pro-Tem Jones

Discuss and take action with respect to **wellness physicals for members of the Westworth Fire Department.**

- Mayor Pro-Tem Jones stated that the Fire Dept Committee has been working with Chief Rodriguez to recommend an appropriate wellness program for Council approval. Mr Jones and the Chief believe that the Huguley program is the most comprehensive and cost effective plan to ensure the health and well-being of our firefighters.
- **MOTION** made by Kelly Jones that the City Council adopt a wellness physical program for the Westworth Fire Dept at Huguley Assessment Center, Package #2 [as presented] at a cost of \$360, effective October 1, 2012. The Council will be looking to Chief Rodriguez for the objective criteria for firefighter eligibility.

Package #2

- 1) Physician Examination
- 2) Graded Exercise Treadmill Test
- 3) Blood Analysis
 - * Chemistry * CBC with Differential * HIV * Hepatitis B titer
- 4) Urinalysis
- 5) Pulmonary Function Test

- 6) Audiometric Screening
- 7) Vision Screening
- 8) Fitness Testing
- 9) TB Test (PPD)

Total Assessment Cost = \$360.00

SECOND by Steve Beckman. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

B. Councilman Coleman

Discuss and take action to **adopt Ordinance No. 345, the Re-codification of the Code of Ordinances, as submitted to and prepared by Franklin Legal Publishing.**

- The re-codification includes all ordinances up to and including number 343, dated 07/10/2012. A comprehensive Fee Schedule of all City fees has been incorporated into the new book. Franklin Legal will update the book and website with future changes on a quarterly basis. Councilman Coleman attested that the draft book has been inspected for accuracy
- **MOTION** made by Mike Coleman to adopt Ordinance No 345 as submitted. **SECOND** by Kelly Jones. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

C. Councilman Coleman

Discuss and take action to **approve Ordinance No. 346, amending Article 14.4.2 (A) of the Code of Ordinances, Planning & Zoning Ordinance, with regard to driveway specifications.**

- Councilman Coleman stated that the updated ordinance closes a gap in driveway specification, with respect to the location of driveway termination. This ordinance will address new construction or re-construction, not existing property.
- **MOTION** made by Mike Coleman to approve and adopt Ordinance No 346 as submitted. **SECOND** by Steve Beckman. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

D. Councilman Coleman

Discuss and take action to **approve Ordinance No. 347, amending Article 12 of the Code of Ordinances, and establishing no parking zones on Tanny Street, Burton Hill Road, and the east side of Koldin Lane.**

- **MOTION** made by Mike Coleman to approve and adopt Ordinance No 347 as submitted. **SECOND** by Jill Patton. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

E. Mayor Yeager

Discuss and take action to **pass Resolution No. 2012-07, appointing Directors to the Westworth Redevelopment Authority Board.** (This is an annual appointment.)

- **MOTION** made by Steve Beckman to appoint the Directors of the Westworth Redevelopment Board, as follows: Member terms to expire 09/01/14: Melva Campbell, Ed VonKohn, Jill Patton, and Mike Coleman; and Member terms to expire 09/01/13: Kelly Jones, Melissa Huffman, and Nick Encke. **SECOND** by Jill Patton. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

F. Mayor Yeager

Discuss and take action to **pass Resolution No. 2012-08, appointing Directors to the Crime Control Prevention District Board.** (This is an annual appointment.)

- **MOTION** made by Jill Patton to appoint the Directors of the Crime Control District Board, as follows: Member terms to expire 09/01/14: Melva Campbell, Ed VonKohn, and Charles Mason; and Member terms to expire 09/01/13: Nick Encke, Jill Patton, Paul Hughes, and

Patricia Stack. **SECOND** by Mike Coleman. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

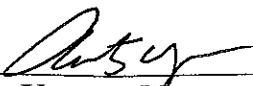
G. Chief Reim

Discuss and take action to **renew the City's contract with ABC Wrecker for towing services, for a period of three years, effective October 1, 2012 through September 30, 2015.**

- Chief Reim recommended approval based on the impeccable service received from ABC Wrecker.
- **MOTION** made by Mike Coleman to approve the contract with ABC Wrecker, as presented for a period of three years, effective October 1, 2012 through September 30, 2015. **SECOND** by Steve Beckman. Motion passed unanimously by a vote of 4 Ayes and 0 Nays.

ADJOURNED at 8:05pm by Mayor Yeager.

MINUTES APPROVED BY:



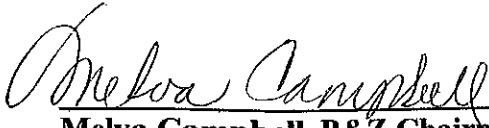
Anthony Yeager, Mayor
City of Westworth Village, TX

This, the 11th day of September, 2012.

SIGNATURE ATTESTED BY:



Carol Ann Borges, City Secretary



Melva Campbell, P&Z Chairperson
City of Westworth Village, TX

This, the 13th day of November, 2012.

SIGNATURE ATTESTED BY:



Darla Thornton, Recording Secretary

